**TSHEPANG RAPHIRI**

**OBJECTIVE**

To secure a challenging position within my field of study as well as to gain as much experience in the job market for personal growth and professional development. I seek challenging opportunities that will push me to showcase my full potential while contributing to the organisation's growth and overall success.

**PHONE**

064 906 8953

**ADDRESS**:

59a Companje Street Elhrichpark Bloemfontein

**EMAIL**

Tshepangboity24@gmail.com

**DATE OF BIRTH**: 14/01/95

**LINKEDIN**:

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**LANGUAGES**

English Afrikaans SeTswana SePedi

**INTERESTS**

Participating In Social Activities

Research Physical Exercise

Keeping Up With Current Affairs

EXPERIENCE

**University of the Free State**

January 2nd , 2024 – February 29th , 2024

*Assistant Officer*

## Duties:

Provide professional friendly customer service via email and telephone. Assist with all registration related activities.

Processing of registration forms.

Provide daily administration support, including data capturing. Ensure that all precaution for data confidentiality are maintained. Identify missing data, inconsistencies and correct errors.

Handle general enquiries (telephonic, walk in, written and electronic).

Make use of library FAQ’s website information and data sources in order to ensure consistent and accurate responses to customers.

Escalate complaints and non-standard queries to the appropriate line manager. Ensure one-day turnaround time in response to customer queries.

Assist with examination administration duties.

**University of the Free State** June 2023 – November 2023 *Sports Administrator*

**Duties:**

Provide support for the KovsieSport sport clubs as assigned by the Director KovsieSport.

Assist with the coordination of all internal sport programmes including of recreation programs, internal club competition fixtures and ensuring that facilities and logistical arrangements are in place. Assist with planning, setting up and managing the logistics required for recreation and event programmes.

Assist with the internal and external registrations for assigned sport activities.

Assist with administrative support for the purchasing, recording, storage and auditing of inventory. Assist with minutes taking and keeping accurate record of meetings.

Travel with identified sport teams to provide tournament support where needed. Provide accurate and informative written and verbal reports.

## Department of Sports Arts & Culture

*Mentor*

September 2021 - December 2021

**University of the Free State** September 2018 - September 2019*RC Finance (House Kagiso)* **Duties:**

I administered the finances of House Kagiso.

Formulate a mission statement and goals for my finance portfolio Bookkeeping and budgeting

**University of the Free State** September 2018 – September 2019*RC First Years*

## Duties:

I took in the responsibility of being the primary care giver for the first years at the residence.I monitored and supervised the activities of the mentors at House Kagiso.

Lead first year students participation in the gateway program

Lead first year meetings effectively and efficiently to benefit first years Lead the graduation event of first years

Provided leadership within strategic focus areas namely leadership development, values and ethics

# EDUCATION

## University of the Free State

*BA Majoring in Psychology and Communication Science*

2019

## University of the Free State

*BA Honours in Communication Science with Specialization in Leadership Communication*

2020

# SKILLS

* Excellent Communication and Interpersonal Skills
* Client Service and Time Management
* Multitasking
* Analytical and Logical Reasoning
* Leadership and Management
* Computer Literacy and Microsoft Office
* Teamwork and Collaboration
* Administration and Organization

# REFERENCES

**Katleho Lechoo** University of the Free State *SRC President 2019/2020* Lechoomkb@ufs.ac.za

0828432212

**Gerben Van Niekerk** University of the Free State *Residence Head* VanNiekerkGA@ufs.ac.za

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## Boitumelo Lamoen

University of the Free State*Mentor and Senior Assistant Officer* Bjlamoen@ufs.ac.za

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## Maryka Holtzhausen

Line Manager

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